

# How to Style Tables in InDesign CS5

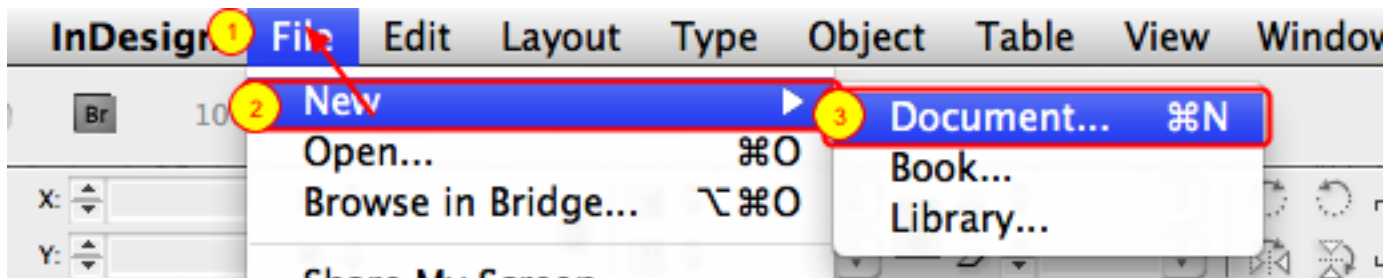
**Subject Descriptors:** InDesign CS5, Style, Tables, Preferences, Create Links, Build a Table, Styles, Strokes and Fills, Cell Fill Color, Body Rows, Alternating Fill Colors, Merge Cells, Effects, Drop Shadow, Transparency

**Application (Version):** Adobe InDesign CS5 - Windows

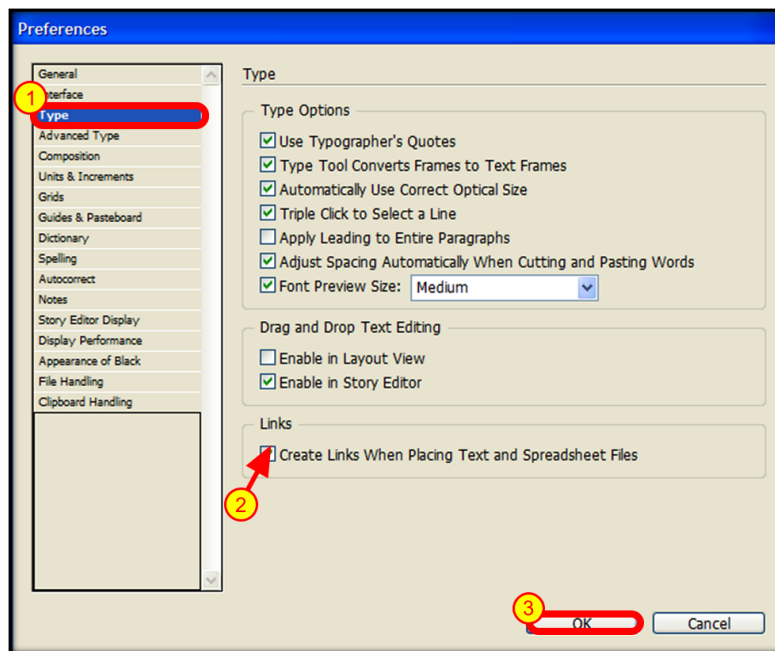
**Task Description:** Learn how to give your tables style in InDesign CS5

**Tutorial Date:** 3 June 2009, by Virginia Smith. Updated 29 June 2010

## Create a New InDesign Document



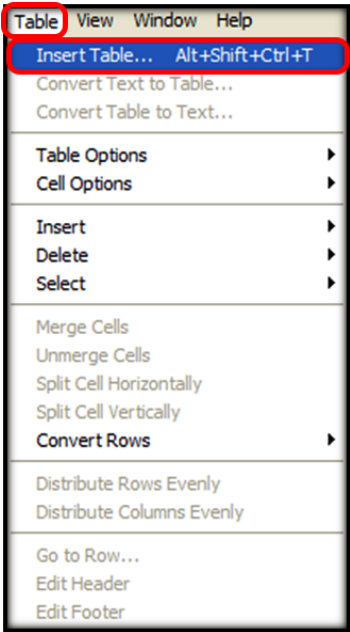
Either create a new InDesign document or open an existing document and navigate to a blank page or blank area of a page so that you can create a text frame.



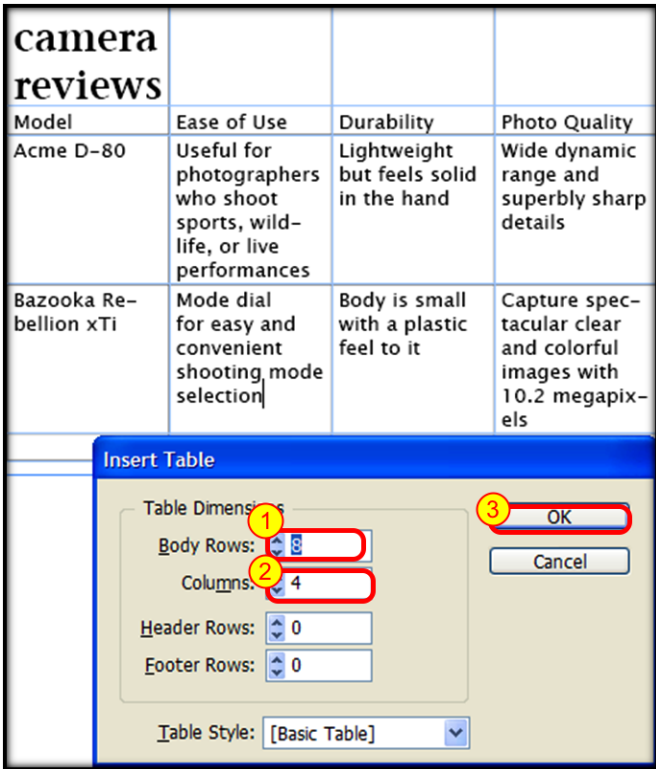
Before you create a table, bring up **Preferences** (press **Command+K [PC: Ctrl+K]**), click on the **Type** category on the left, enable **Create Links When Placing Text and Spreadsheet Files** and click **OK**. This will ensure that if you place a table from Word or Excel, when someone updates the Word or Excel

document, your InDesign document updates too.

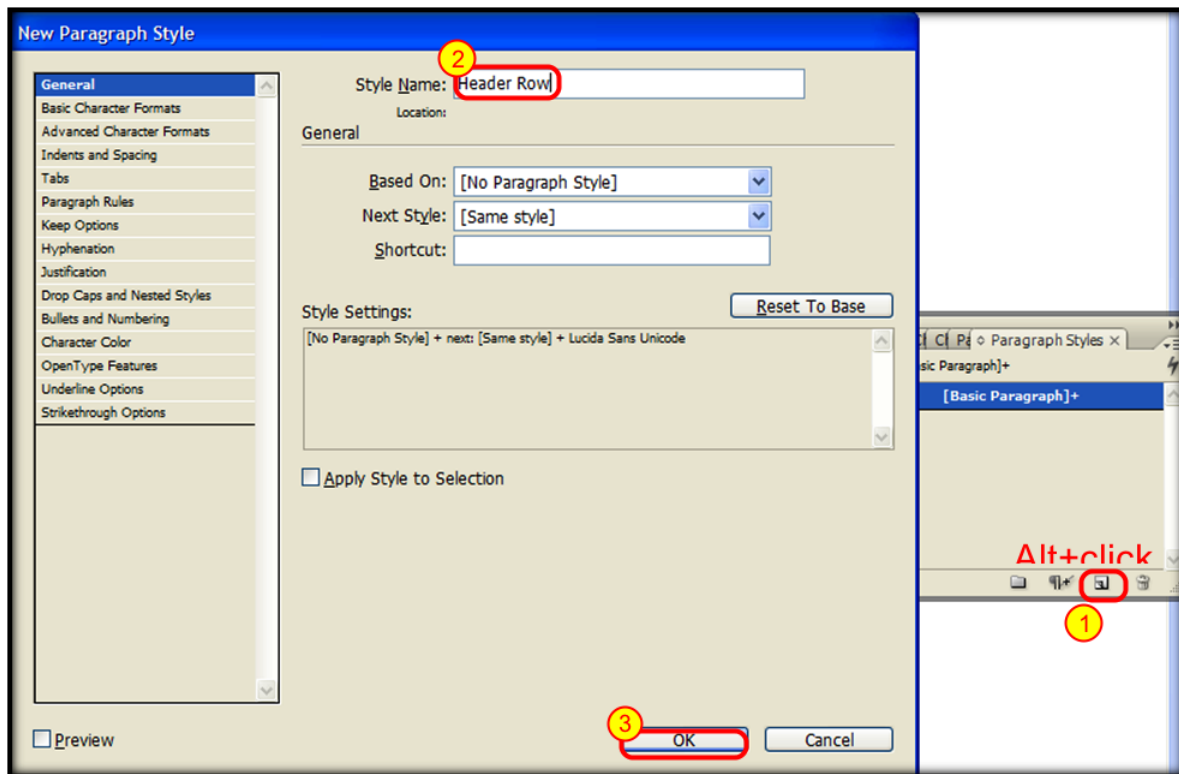
Place or Create Your Table



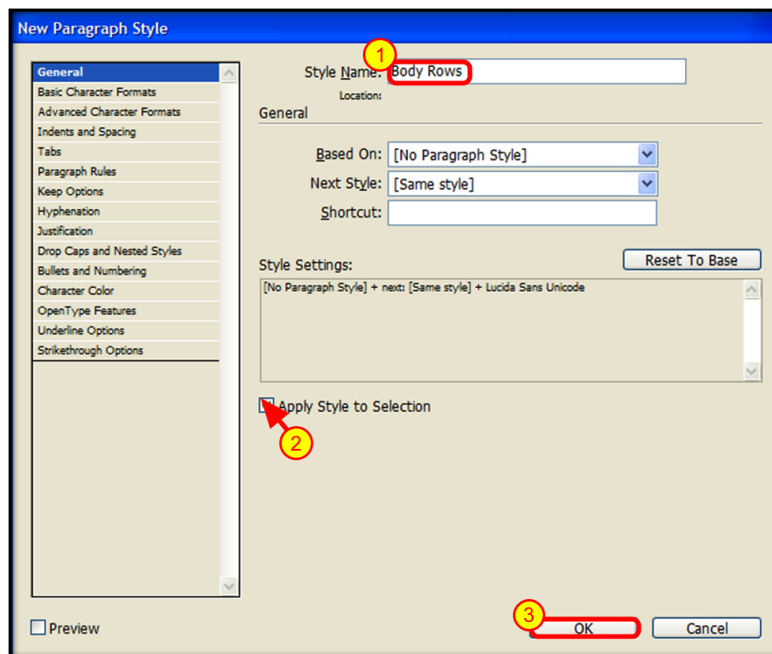
If you have an Excel document, choose **File>Place**. If not, create a text frame using the **Type tool (T)**, then choose **Table>Insert Table**. (Our table is 8 Body Rows and 4 Columns). Since cell styles can also incorporate paragraph style info, we'll format our text with a couple of paragraph styles. If your table doesn't have text, type some text in the first 2-3 rows, styling the first row of text the way you want your header to appear and the second as you want your body rows to appear.



## Build Two Paragraph Styles

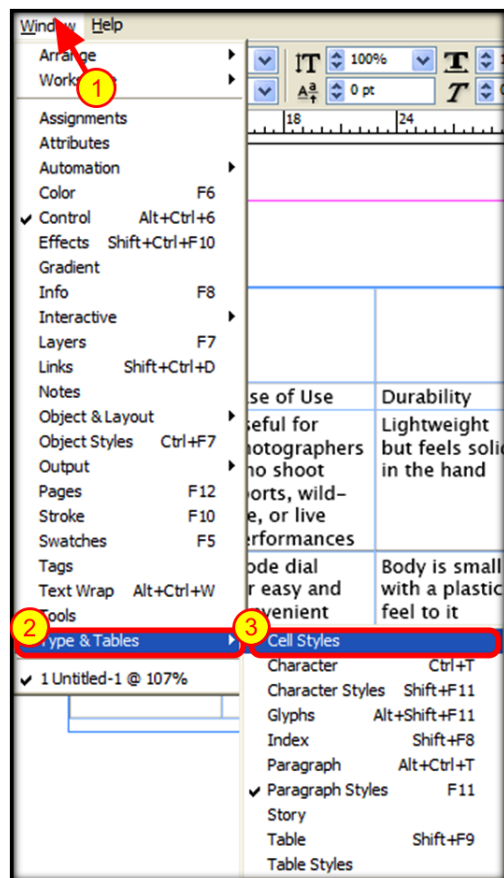


Let's build two paragraph styles: one for our header row and one for our body rows. Put your cursor anywhere in the header text. (Note that our example has a reverse type effect.) In the **Paragraph Styles** panel (formerly called palette), hold down the **Option** key (PC: **Alt** key) and click the **Create new Style** icon. Holding the modifier key allows you to name the style—**Header Row**. Click **OK**.

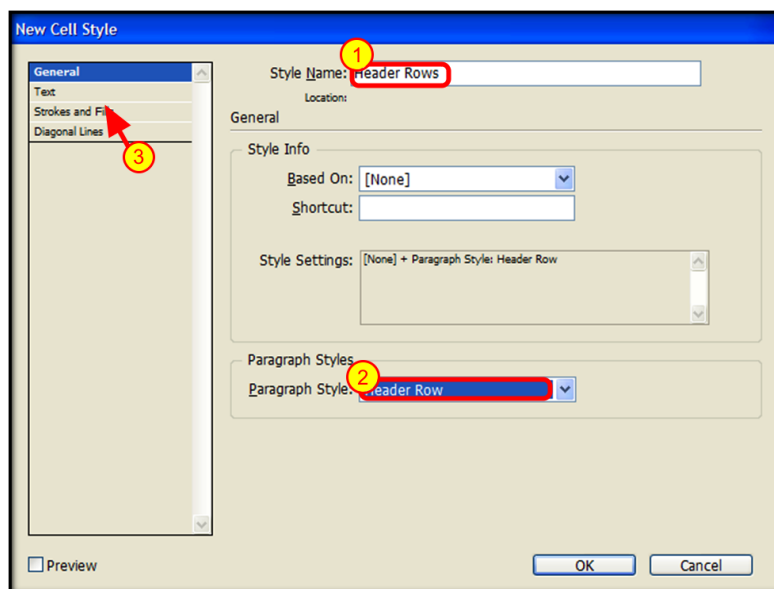


Now put your cursor in the body text and do the same thing to create a new paragraph style called **Body Rows**. Note the new **Apply Style to Selection** checkbox.

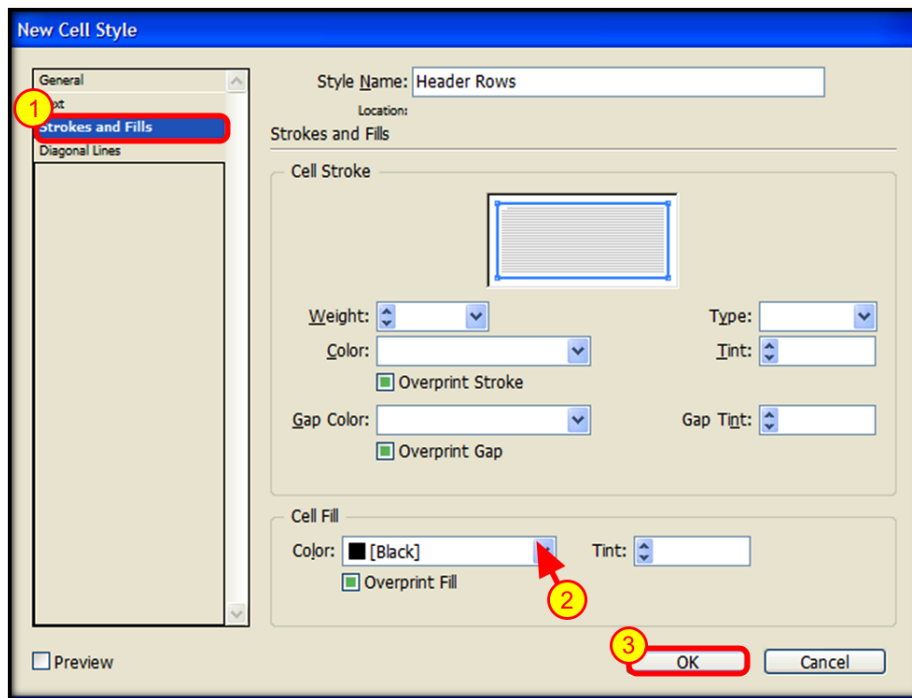
## Build Cell Styles



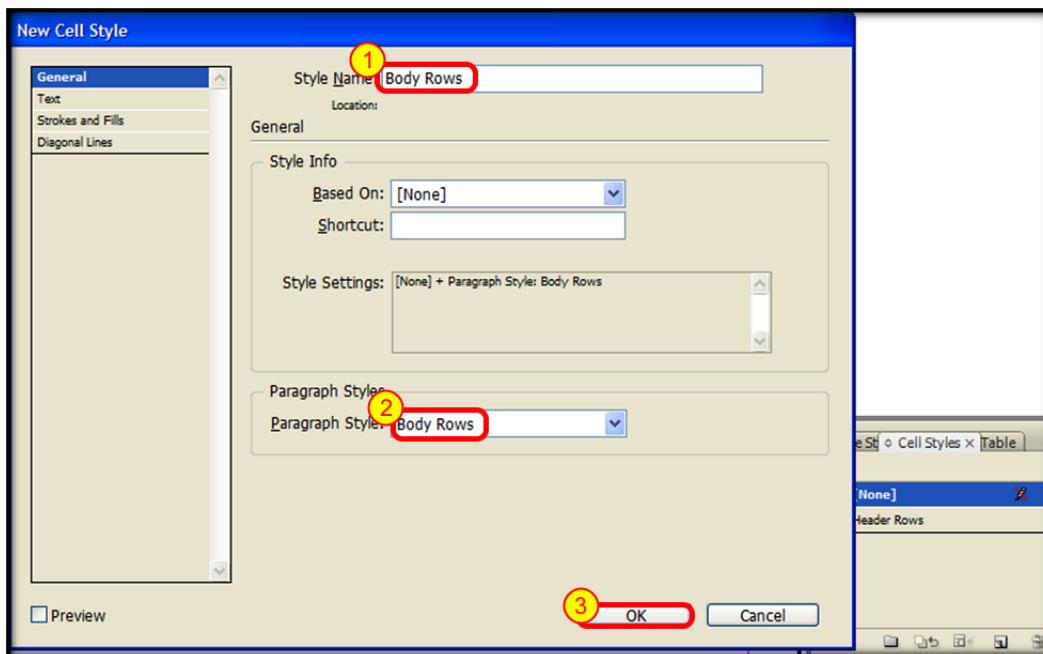
Cell styles not only format the cell attributes but they also use paragraph styles to format the text. Open your **Cell Styles** panel (**Window>Type & Tables> Cell Styles**), and **Option+click** (PC: **Alt+click**) the **Create New Style** icon.



Type "Header Rows" for **Style Name**, choose your **Header Row** paragraph style, and click on **Strokes and Fills** on the left.

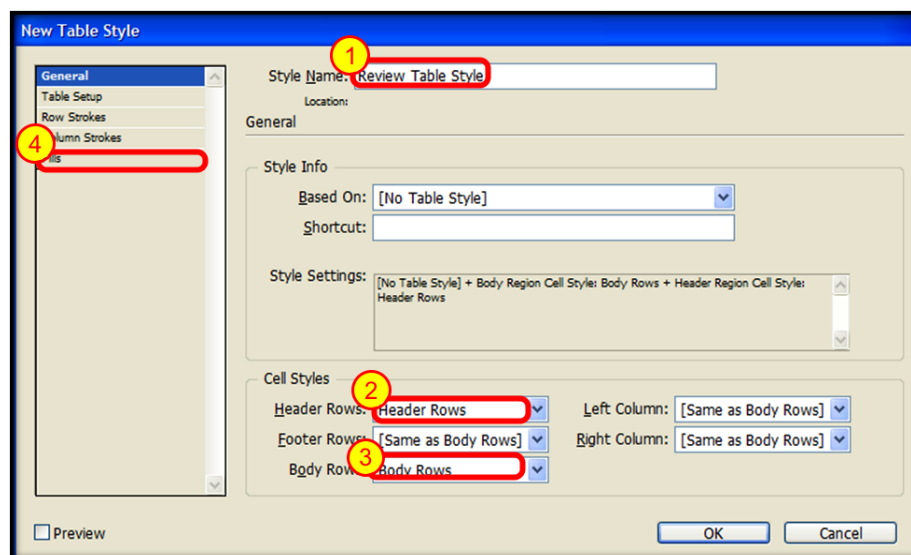


Set the **Cell Fill Color** to Black and click **OK**.



For our Body Rows, again in the **Cell Styles** panel, **Option+click** (PC: **Alt+click**) the **Create New Style** icon, enter "Body Rows" for **Style Name**, choose your **Body Rows** paragraph style, and click **OK**.

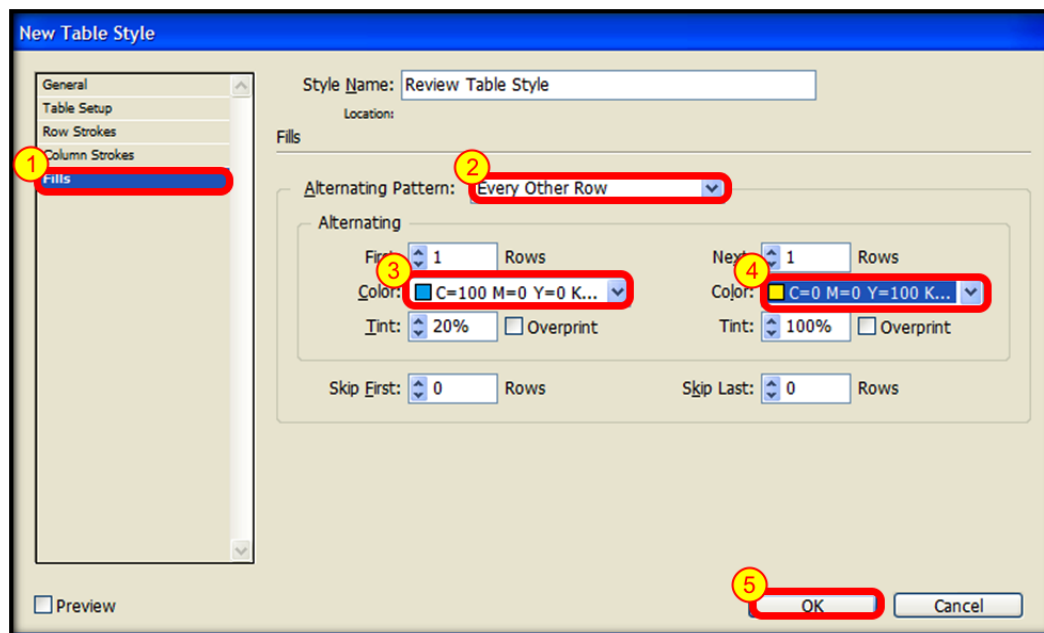
## Build the Table Style



Bring up your **Table Styles** panel (**Window>Type & Tables>Table Styles**), **Option+click** (PC: **Alt+click**) and the **Create New Style** icon, and name the style something that has meaning to you.

At the bottom of the **New Table Style** dialog, assign your **Cell Styles** to the rows to which they belong—Header, Footer, and Body Rows as well as the Left and Right columns of your table. So assign your **Header Rows** style to **Header Rows** and your **Body Rows** style to **Body Rows**. Click on **Fills** in the left hand column.

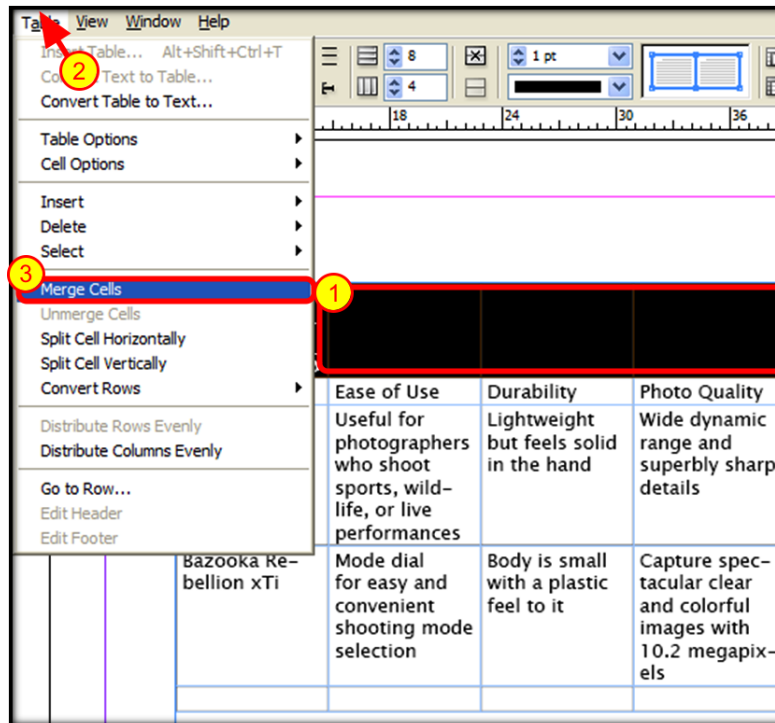
## Choose Alternating Fill Colors



Click on the word "Fills" in the column at the left of the **New Table Style** dialog. Now choose **Every Other Row** from the **Alternating Pattern** menu and select your two colors (we choose cyan and yellow). You can always come back and change this later. Click **OK**.

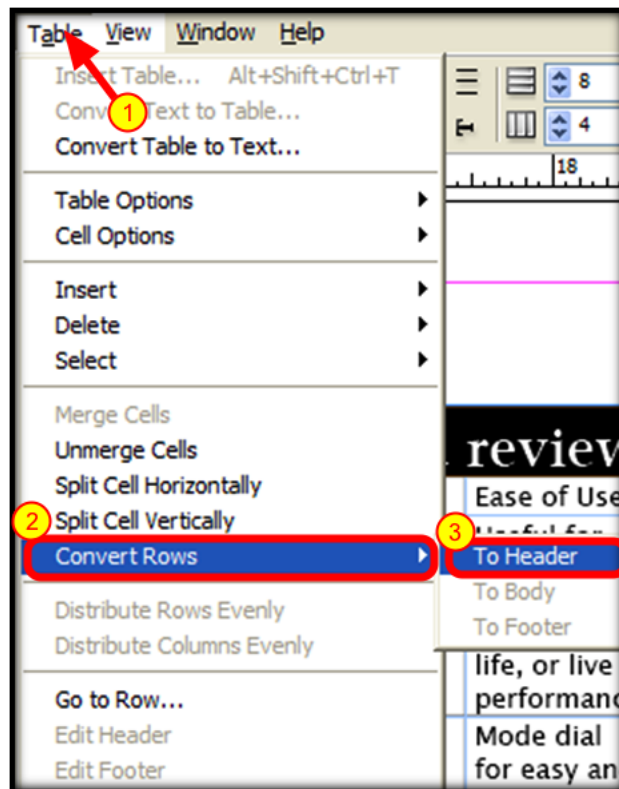
Note: If your table didn't update based upon the style, place your cursor in your table and in the **Table Styles** panel, click on your style.

## Merge Cells for Header Row



With the table style definition complete, we now need to merge the cells for our header row. With your **Type** tool (T) selected, move your cursor to the left side of the top row (the cursor will change to an arrow pointing toward the column), then click to select the entire top row. From the **Table** menu, choose **Merge Cells**.

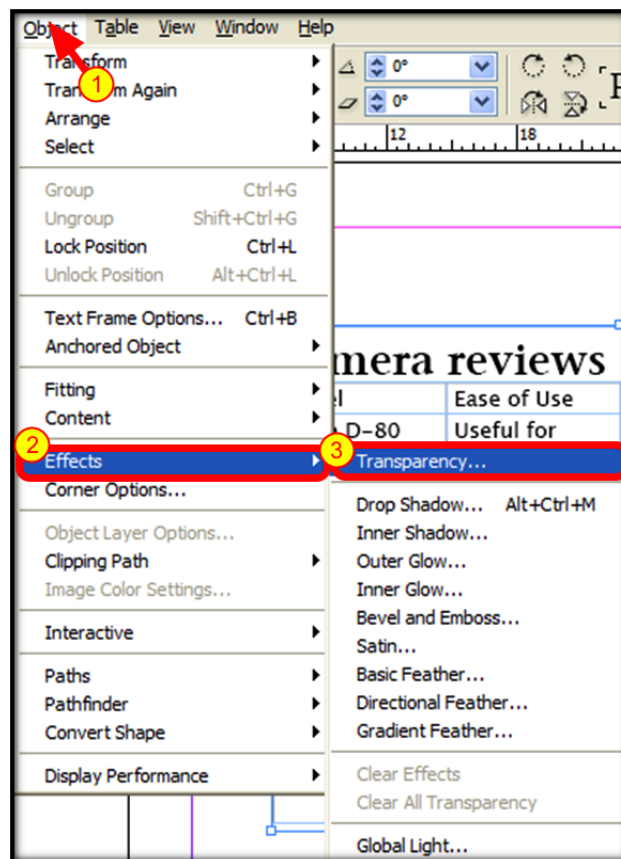
## Designate Top Row as Header Row



Now that the cells are merged, we can convert that top row to a header row. We need to designate it as a header row so that if we make any future changes to the style, the table will update correctly. With the top row selected, go under the **Table** menu and choose **Convert Rows>To Header**.

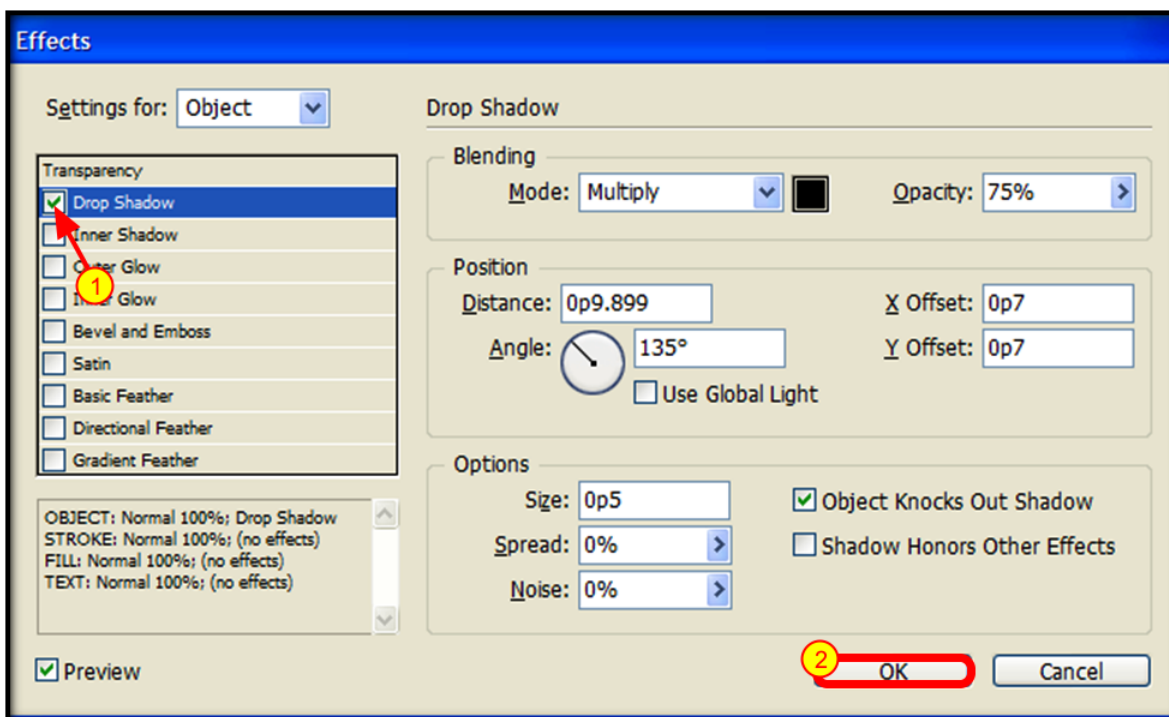


## Open the Effects Dialog



Switch to the **Selection tool** (V) in the **Toolbox** and click on the table to select it as an object. While InDesign CS2 offered effects such as Opacity, Blend Modes, Drop Shadow, and Feathering, InDesign CS3 offers a complete range of transparency effects. Go to **Object>Effects** and choose **Transparency** to bring up the **Effects** dialog.

## Add a Drop Shadow



To finish things off, let's add a drop shadow. From the **Effects** dialog, click on the **Drop Shadow** in the list of effects on the left, and in the dialog, adjust the settings to your taste (make sure to turn on the **Preview** checkbox). If your table is sitting on top another graphic or background (as ours is), you might also want to click on the word "Transparency" at the top of the list of effects and experiment with the **Basic Blending Mode**. Click **OK** when you're done.

